

SECURITY INSTRUCTIONS

1. Security Duty:

Two student security officers will be appointed for each working day. One will be designated as Security Officer, the other as Alternate Security Officer. The Security Officer will have complete responsibility during the entire day for the security of the classroom and the workroom. The Alternate Security Officer will assist the Security Officer and will assume responsibility for security during periods of absence of the Security Officer. If it is necessary for both assigned officers to be absent, the Security Officer will then designate an alternate from among the members of the class who will assume security responsibility. If no alternate is available, the classroom and the workroom should be fully secured.

At the conclusion of the working day (1700) the Security Officer, assisted by the Alternate Security Officer, will secure the classroom and the workroom and will fill out the Staff Duty Officer Check List, copies of which will be found on the clipboard next to the supply cabinet. Items to be checked are listed in section 2, Room Security. When the Check List is completed, it should be placed on the secretary's desk in Room 220.

In the event that a student wishes to remain after 1700, the Security Officer will turn over security responsibility to the student remaining. A notation of this fact will be made on the Check List under Remarks and will be signed by both the Security Officer and the person assuming security responsibility. The Check List should then be completed and signed by the one who has assumed the duty at whatever time he secures the area. If several students remain after 1700, it may be necessary to repeat this turn-over procedure several times. Each time it should be noted in writing under Remarks. The last person in the area will then be responsible for final securing and completing of the Check List.

Any student assuming security responsibility after 1700 will also assume responsibility for a final check of the Library. The fact that the Library has been checked should be duly noted on the Check List.

If any students return in the evening, after the area has been secured, it will then be the responsibility of the last remaining person to fill out an additional Check List indicating that he has properly secured the area. It will also be the responsibility of the last remaining person on Saturday or Sunday to fill out a Check List.

2. Room Security:

The Security Officer, assisted by the Alternate Security Officer, will secure the classroom and the workroom at 1700 (or during the day if necessary) as follows:

- a. See that all material, classified or unclassified, has been been properly stowed, including any classified wall charts.
- b. Erase blackboards.
- c. Shut windows.
- d. Police area thoroughly, removing waste, newspapers, coffee cups, cartons, etc., from desks and tables.
- e. Check wastepaper baskets for classified material.
- f. Lock all safes. These should be checked by both the Security Officer and Alternate Security Officer. The Alternate Security Officer will then initial the column on the Security Check Sheet labeled "Closed By" and the Security Officer will initial the column labeled "Checked By". On no occasion will anyone other than the Security Officer initial the "Checked By" column.
- g. Each day, sometime before 1400, the Security Officer should take the "Classified Waste" envelope from each safe and empty its contents in the classified waste bags in the vicinity of the guard's desk on the first floor.

3. Personal Security:

Each student is responsible for the following:

- a. To classify all notes properly.
- b. To dispose of all trash, except newspapers or luncheon waste, in the envelopes in each safe marked "Classified Waste".

- c. To stow all materials properly when leaving the area. This normally will not be necessary during breaks in the lecture schedule when the classroom will be covered by one of the assigned security officers.
- d. To refrain from discussing the subject matter of the course outside the classroom, workroom, Library or staff offices. Discussions should not be held in the corridors, washrooms or the Snack Bar.
- e. To initial the Security Check Sheet on top of the safe in the "Opened By" or "Closed By" column at any time he may open or close a safe.
- f. To provide only the following information if, for a credit reference or some similar purpose, it is necessary to divulge connection with CIA:

Personnel Officer
2430 "E" Street, N. W.
Washington 25, D. C.

EXecutive 3-6115, Extension 2901.